

## **REQUEST FOR PROPOSAL #ED-NL-11901**

### **Strategist I Network Practicum**

### **Iowa Department of Education**

**Post: April 27, 2009**

**Deadline for responding: May 20, 2009**

#### **Introduction**

This project calls for the provision of practicum (internship, student teaching) experiences for Strategist I Network participants. The proposal is open only to members of the Strategist I Network coordinated by the Iowa Department of Education. Those members include: Buena Vista University, Drake University, Grand View College, Iowa State University, Morningside University, Simpson College, St. Ambrose University, University of Iowa, and University of Northern Iowa.

Proposals should include the service provider's cost proposal and sufficient information regarding the service provider's ability to perform the services sought to enable the Iowa Department of Education to make a judgment about the service provider's ability to perform the work identified in the scope of services.

This project is a one-year pilot that will be evaluated for consideration of continuance following the end of the first year which runs from September 2009 through May 2010.

#### **Goal**

To make the practicum experience accessible in an equitable manner across the state to all Strategist Network I participants and to alleviate practicum responsibilities for the Strategist Network administrator.

#### **Expected Outcomes**

- Provide practicum experience to Strategist I Network participants for the period of September 2009 through May 2010 in an equitable manner across the state
- Evaluate participants on state minimum requirements regardless of where preparation took place
- Verify that participants have met state minimums in the practicum experience
- Meet the needs of participants in a timely manner throughout the state

#### **RFP Scope of Services**

- College that is awarded the project will award the credit and receive the tuition generated from the practicum experience.
- College that is awarded the project must report participant data to the Iowa Department of Education at the end of the project period.
- College that is awarded the project must be willing to partner with the Iowa Department of Education in assessing the pilot project at the end of the project period.

- There is neither minimum nor maximum limit on the number of participants receiving practicum coverage during the project period.
- Anticipated cost for the project period is \$25,000
- RFP must address:
  - How the budget will be used. Possibilities include:
    - Hiring adjunct faculty to provide practicum coverage
    - Developing distance assessment approach
    - Travel and supplies
    - Organizational support (clerical, etc.
  - What service delivery will be used (could be a blended model of distance and adjunct)
  - Credential requirements of adjunct and/or graduate assistants if the service delivery model includes those personnel

<b>Project Timeline and Deadlines</b>	
RFP deadline	May 20, 2009
RFP award	On or about June 1, 2009
Practicum pilot launched	September 2009
Participant data provided to Iowa DE	June 2010
Data and service delivery evaluated by Iowa DE for consideration of continuing practicum coverage project.	July 2010

All information submitted by a service provider may be treated as a public record by the Iowa Department of Education unless the service provider properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its proposal is submitted.

Notice of intent to award the contract will be sent by mail to all service providers submitting a timely proposal. If the apparent successful service provider fails to negotiate and deliver an executed contract by the agreed upon date, the Iowa Department of Education may, in its sole discretion, cancel the award and award the contract to the next highest ranked Service provider.

### **Evaluation Criteria**

Proposals will be reviewed by an evaluation committee. The committee will consider all information provided in the proposal when making its recommendation and may consider relevant information from other sources. The evaluation committee will award the contract to the responsible service provider submitting the best proposal. The evaluation committee's selection will be subject to the final approval of the Iowa Department of Education.

The proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

- 1) Ability to meet the expected outcomes listed in this RFP
- 2) Articulation of service delivery model
  - a) Ability to meet participant needs throughout Iowa

- b) Ability to meet multiple participant needs
- 3) Budget allocations
- 4) Articulation of how participant data will be provided
- 5) Credential requirements of adjunct and/or graduate assistants if the service delivery model includes those personnel

### **Contact Information**

Mail Proposal Submissions To:  
Norma Lynch  
Iowa Department of Education  
Grimes State Office Building  
400 E. 14<sup>th</sup> Street  
Des Moines, Iowa 50319

### **Minority Impact Statement**

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

**Please choose the statement(s) that pertains to this grant application.  
Complete all the information requested for the chosen statement(s).**

- ☐ The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project

Indicate which group is impacted:

- \_\_\_ Women
- \_\_\_ Persons with a Disability
- \_\_\_ Blacks
- \_\_\_ Latinos
- \_\_\_ Asians
- \_\_\_ Pacific Islanders
- \_\_\_ American Indians
- \_\_\_ Alaskan Native Americans
- \_\_\_ Other

- ☐ The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- \_\_\_ Women
- \_\_\_ Persons with a Disability
- \_\_\_ Blacks
- \_\_\_ Latinos
- \_\_\_ Asians
- \_\_\_ Pacific Islanders
- \_\_\_ American Indians
- \_\_\_ Alaskan Native Americans
- \_\_\_ Other

☐ The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge: Name: \_\_\_\_\_

Title: \_\_\_\_\_

### **Definitions**

“Minority Persons”, as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability”, as defined in Iowa Code Section 15.102, subsection 5, paragraph “b”, subparagraph (1):

*b.* As used in this subsection:

(1) “*Disability*” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

“*Disability*” does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.

(d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency”, as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.